**List of Commands for JAWS**

**Keyboard Layout must be set to “Laptop” (in Startup Wizard in JAWS)**

**(Bolded commands are useful “Help” commands when stuck)**

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| **TASK** | **COMMAND** |
| Desktop Navigation | |
| Open Start Menu | Windows Key |
| Navigate in and out of All Programs menu and sub menus | arrow keys and Escape key |
| **Put focus on desktop** | **Windows Key + D or Windows Key + M** |
| Move to Task Bar | Windows Key + Tab, then use left and right arrows |
| **Toggle between all open programs and/or regain focus** | **Alt-Tab, Tab, Tab** |
| Basic navigation inside a program | |
| Move to Menu Bar/Ribbon inside of a program | Alt |
| Navigate Menu Bar/Ribbon | left and right arrows |
| Open and navigate menus on menu bar and make choice | down arrow, right arrow to enter sub menu, enter to activate |
| Exit a menu or the menu bar | Escape |
| Close application | File menu, exit or Alt-F4 |
| **Ask JAWS to read current Window Title** | **Caps Lock-T** |
| Default JAWS key | Caps Lock |
| Dialog Box Navigation | |
| Move to next item (field) in a dialog box | Tab |
| Move to previous item (field) in a dialog box | Shift-Tab |
| Open combo box | Down arrow |
| Close combo box | Up arrow |
| Use edit box | Type in edit area |
| Use list box | Down arrow, then up or down arrows |
| Use checkbox | Spacebar to check or uncheck |
| Activate dialog box buttons | Spacebar |
| Move to another page of a multi-page dialog box | CTRL-Tab |
| **Ask JAWS to repeat control in a dialog box (works in other locations as well)** | **Caps Lock + Tab** |
| Windows navigational and JAWS reading commands | |
| Ask JAWS to “Say All” | Caps Lock + A |
| Ask JAWS to say current character | Caps Lock + comma |
| Ask JAWS to say prior character | left arrow |
| Ask JAWS to say next character | Right arrow |
| Ask JAWS to say current word | Caps Lock + K |
| Ask JAWS to say prior word | Ctrl + left arrow |
| Ask JAWS to say next word | Ctrl + right arrow |
| Ask JAWS to spell current word | Caps Lock + K, pressed twice quickly |
| **Ask JAWS to say current line** | **Caps Lock + I** |
| Ask JAWS to say prior line | Up arrow |
| Ask JAWS to say next line | Down arrow |
| Ask JAWS to say current sentence | Caps Lock + H |
| Ask JAWS to say prior sentence | Alt + up arrow |
| Ask JAWS to say next sentence | Alt + down arrow |
| Ask JAWS to say current paragraph | Caps Lock + Ctrl + I |
| Ask JAWS to say prior paragraph | Ctrl + up arrow |
| Ask JAWS to say next paragraph | Ctrl + down arrow |
| Windows editing and formatting commands | |
| Open new document | Ctrl + N |
| Open previously saved document | Ctrl + O |
| Save a document | Ctrl + S |
| Go to beginning of line | Home |
| Go to end of line | End |
| Go to top of file or document | Ctrl + Home |
| Go to bottom of file or document | Ctrl + End |
| Delete character to the left of cursor | Backspace |
| Delete character to the right of cursor | Delete |
| Select All | Ctrl + A |
| Select one character left | Shift + left arrow |
| Select one character right | Shift + right arrow |
| Select one word left | Ctrl + Shift + left arrow |
| Select one word right | Ctrl + Shift + right arrow |
| Select one line up | Shift + up arrow |
| Select one line down | Shift + down arrow |
| **Ask JAWS to read selected text** | **Caps Lock + shift + down arrow** |
| Copy selected text | Ctrl + C |
| Cut selected text | Ctrl + X |
| Paste selected text | Ctrl + V |
| Use undo button | Ctrl + Z |
| Replace selected text | Type new text |
| Underline selected text | Ctrl + U |
| Bold selected text | Ctrl + B |
| Italicize selected text | Ctrl + I |
| Center selected text | Ctrl + E |
| Left align selected text | Ctrl + L |
| Right align selected text | Ctrl + R |
| Find and replace a word in a document | Ctrl + H |
| Open up “save as” dialog box quickly | F12 |
| Open Font dialog box | Ctrl + D |
| Open context menu | Application key or Shift + F10 (if no application key) |
| Open spellcheck the traditional way | F7 |
| Open spellcheck the alternative way | Alt-Shift-L brings up all spelling errors, enter take the user directly to the word, then pressing application key gives user options for fixing misspelled word |
| Tools | |
| Go to system tray | Caps Lock + F11 |
| Listen to the time | Caps Lock + F12 |
| Listen to the date | Caps Lock + F12 pressed twice quickly |
| Lists programs currently open | Caps Lock + F10 |
| Turn on keyboard help (as you press each key command, JAWS tells you what it does – have to turn it off by pressing the same keys before you can execute commands again) | Caps Lock + 1 |
| Go directly to JAWS window, no matter how many programs are open | Insert J |
| Change JAWS’ voice rate temporarily | Ctrl + Alt + Page Up or Page Down |
| Basic Internet navigation | |
| Go to address bar | Alt + D |
| Read all contents on a web page | Down arrow |
| Move by link | Tab |
| Move by heading | H |
| Pull up a list of links | Caps Lock + F7 |
| Pull up a list of headings | Caps Lock + F6 |
| Go to text that is non-linked | N |
| Go to edit box | E |
| Go to button | B |
| Open a new tab | Ctrl + T |
| Switch between tabs | Ctrl + Tab |
| Close current tab | Ctrl + W |
| Go back to home page | Alt + Home |
| Refresh a web page | F5 |
| Move to previous web page | Alt + left arrow or Backspace |
| Move forward by web page | Alt + right arrow or Backspace |
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